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**All India Railwaymen's Federation**  
(Estd, 1924)

4, STATE ENTRY ROAD,  
NEW DELHI-110055  
INDIA

No.AIRF/88

Dated: March 2, 2010

The Secretary(E),  
Railway Board,  
New Delhi

Dear Sir,

**Sub: Debit raised on missing tickets in PRS**

**Ref: Board's letter No.2006/ACII/45/10 dated 12.6.2008**

It has been brought to our notice that debit has been raised by the Sr. TIA/BCT (WR)/(ROPD) on account of missing/cancelled/modified tickets of PRS vide Error Advice No.SC/STLA/BCT/ROPD/June-2009.

Following are few citations of the cases:-

**DEBIT RAISED**

- (i) Missing ticket is cancellation portion of PNR 215-9493880, Ex. AII-BDTS, Rs.176.00(Sleeper Class ) 176 + 5934 = Rs.6110.00.
- (ii) Debit raised on account of missing cancelled ticket PNR No.813-1162202, Ex. SIOB-BDTS, Rs.560.00(Sleeper Class ) 560 + 5934 = Rs.6494.00.
- (iii) In one case at BCT PRS ticket BCT-BL. NIT ticket No.89232666, train No. 9011, amount(Nil) 00.00. But the debit raised Rs.5934.00. NIT portion is misplaced and missing. There are numbers of cases of this type in all PRS's.

As per Board's above cited letter, missing cancelled/modified ticket which is accounted for in the system and found missing, then the debit for the value of 1<sup>st</sup> Class full fare ticket for furthest destination in the system should be raised. A departmentally enquiry should also be instituted and delinquent employee taken-up under D&AR.

In the ROPD Statement, particulars of the modified and cancelled ticket is available, such as station, from-to, class, amount, berth/seat number, ticket number and cancellation/modification charge etc.

## **Procedure for cancellation**

When PRS ticket tendered by the passenger for cancellation, the operator cancels the reserved ticket in the system and marked cancelled on the face of original ticket and obtained signature on the cancellation ticket where net amount deducted for cancellation and amount refunded shows.

Same procedure is adopted while modifying the ticket. Only difference is in modification. Only one portion remains in ROPD and not two portions. But the big double line marked on the face of the ticket.

In all the above cases, original instrument i.e. reservation ticket is available. but the 2nd portion/foil and cancellation portion – misplaced or missing. All the particulars – station from – to, Class, ticket number, PNR numbers, sex and age. Authority amount is available in ROPD Statement and in Accountal Report.

Original portion is available, but the modified, cancelled, non-issued part is missing. The amount is very well available in ROPD Report as well as on original ticket.

On NIT/cancellation/modified portion, nobody can travel or use this ticket. While doing cancellation/modify and NIT, the accommodation immediately release and kept either vacant or to release to other person as per system. Their names will not appear in the chart on the day of travelling.

A person booked Reserved Ticket from BCT–NDLS, Train No.2903 on 1/1/2009 and got confirm reservation in Sleeper Class i.e S/2 39. While calculation on the vacant S/2, 39 will be allotted BCT-GGC. Hence, NDLS ticket cancellation portion holder cannot sit in S2/39 or otherwise this S2/39 will be allotted to the Wait Listed passenger who comes in turn for allotment.

As brought out, particulars of the so-called missing of original PRS tickets cancellation and other tickets, their particulars, are available with the administration through transaction summary. It is incorrect to adopt above procedure, laid down for raising debit against the concerned employees. Beside this, the procedure now laid down by the Railway Board will put to heavy loss to the individual one, though the concerned employee is not alone responsible for non-availability of such original tickets or cancelled tickets.

The issue was represented by our affiliate - Western Railway Employees' Union to the General Manager, Western Railway, when the union was advised that this procedure is followed on Western Railway as per Railway Board's order dated 12/6/2008.

Under the above facts and circumstances, the Board is requested to cancel the existing instructions for raising debit against the employees.

Yours faithfully,

**(Shiva Gopal Mishra)**  
**General Secretary**

Copy to: GS/WREU/Mumbai, with reference to his letter No.F/CCG/63/2009 dated 2.12.2009.

**Note:** It has also been included in the agenda of the forthcoming meeting of the DC/JCM.

The Secretary(E),  
Railway Board,  
New Delhi

Dear Sir,

**Sub: Preparation of Special Tickets for Special Coach(es)/Train(s)**

It is observed that heavy debits are raised against Special Coach(es)/Train(s) by the Accounts, Ajmer, after months and years have been passed.

In this connection, attention of the Board is invited to the provisions contained in paras 657, 658 and 659 of the IRCM Vol. I, which are reproduced hereunder:-

**657-658** “Copy of the finalized tour programme of the special must be issued to all concerned including Chief Commercial Superintendent and the Traffic Account Office at least three weeks in advance of the commencement of the journey.”

**659** “After the tour programme of the special train has been finalized, the Operating Branch will advise the Chief Commercial Superintendent who will work out the charges recoverable. The charges so worked out will be advised to the party, the Station Master of the originating station and the Traffic Accounts Office at least fifteen days in advance of the date of the commencement of the journey.

**The Traffic Accounts Office will check the charges advised by the Chief Commercial Superintendent and notify any discrepancy or error to the letter who, in turn, will advise the Station Master concerned.**

**At stations where Chief Booking Clerks are provided, the charges advised by the Chief Commercial Superintendent must also be checked by them and at other stations by the Station Masters personally, so as to ensure the recovery of correct charges on special tickets to be issued in connection with the special train. If any discrepancies are noticed, it should be intimated to Chief Commercial Superintendent.”**

From the above, it is clear that the Operating Department will advise the Chief Commercial Superintendent and the Chief Commercial Superintendent to the Station Master of the originating station and Traffic Account Office at least 15 days in advance of the date of the commencement of the journey. As a safety cushion, Subordinate Offices at lower level will check the charges worked out/calculated and accounted by the Chief Commercial Superintendent and Traffic Auditor. However, it is noticed that XXR messages of special coach(es)/train(s) usually are sent on the same day or one day advance and hardly any time is left to work out/re-calculate and account for the fare and freight during busy schedule of attending day-to-day workings. Most of the time, orders issued by the Railway Board, in regard to increase in fair/freight are not reaching to Booking Supervisor timely. Due to which, the staff concerned work out the calculation at old rates. In the absence of revised orders, Station Master/Chief Booking

Supervisor are unable to cross check the fare and freight correctly. However, Traffic Account Inspector at Ajmer, while auditing the Money Value Vouchers, find out the discrepancies and raise debits running into thousands of rupees against the Chief Booking Supervisor concerned through Error Advice/Schedule. Such debits are shown in the station account as “**debit admitted side**” in the relevant documents and hence, divisional administration is unwilling to write off such debits raised by the Traffic Accounts/Ajmer.

Under para 2704 of the IRCM, no debit should be raised against the station after six months of the account of the transaction at the station in respect of special tickets prepared for special coach(es)/train(s) except in special circumstances, if any error is detected by the Accounts Traffic Inspector or Accounts Officials of the Audit Department.

It is, therefore, suggested that in view of the above, relevant provisions in paras 659 and 2704 of the IRCM, are required to be modified and the onus of preparation of special tickets in respect of special coach(es)/train(s) should be fixed on Commercial Branch Headquarters and Traffic Account to collect correct fare and freight charges and in case of any less charge or under recovery, it should be recovered from the deposit made by the party. Further, an undertaking should be obtained from the party to pay any difference if there is any error in calculation or any debit is raised by the Traffic Accounts at a later date.

Further, it should be ensured that relevant orders issued by the Railway Board, in connection with revision in fare/freight rates/charges and amendment in rules for special coaches/trains, should reach the Station Masters/Chief Booking Supervisors of the station on time so that they can cross-check the amount shown by the Commercial Department/Traffic Account in the special tickets, issued by them.

The Board are, therefore, requested to make suitable amendments in paras 659 and 2704 of the Indian Railway Commercial Manual.

The Board are further requested to issue necessary instructions to the Zonal Railways to strictly adhere to paras 657, 658 and 659 of the Indian Railway Commercial Manual and also to circulate the orders/circulars and changes in rates/charges and amendments in the Rules to the Station Masters/Chief Booking Supervisors promptly.

Yours faithfully,

**(Shiva Gopal Mishra)**  
**General Secretary**

Copy to: The General Secretaries, all affiliated zonal unions. This refers to GS/WREU/Mumbai's letter No.F/01/2009 dated 20.01.2010.

No.AIRF/97(IX)

Dated: February 19, 2010

The Secretary(E),  
Railway Board,  
New Delhi

Dear Sir,

**Sub: Grant of Overtime Allowance to the Railway employees consequent upon revision of pay scales and allowances**

**Ref: Railway Board's letter No.PC-V/2008/A/O/3(OTA) dated 17.02.2010**

Please refer to para 3 of the above cited letter of the Railway Board, wherein revised rates of Overtime Allowance have been shown as 01.09.2008 instead of 01.01.2006.

In this connection para 5 of Railway Board's earlier orders, issued vide their letter No.PC-V/97/I/7/17 dated 09.02.1998, is produced hereunder-

**“The Allowance forming part of the computation of emoluments as clarified above may be taken into consideration with effect from the dates and at the rates, notified from time to time.”**

The Board are requested to issue revised orders making Overtime Allowance effective from 01.01.2006 instead of 01.09.2008.

Yours faithfully,

**(Rakhal Das Gupta)**  
**Working President**

Copy to: General Secretaries, all affiliated unions – for information.

No.AIRF/5(A)

Dated: February 24, 2010

The Secretary(E),  
Railway Board,  
New Delhi

Dear Sir,

**Sub: Enhancement of sanctioning limit of Honorarium**

Board's attention is invited towards the existing sanctioning limit of Honorarium by the General Managers and other PHoDs which is Rs.10,000/- per person per year vide Railway Board's letter No.743E/ 62Pt.II/EIV dated 20.01.1997. This limit was earlier enhanced from Rs.5,000/- to Rs.10,000/- in the year 1997(after V CPC).

Now, it has become necessary to enhance sanctioning limit of the Honorarium, keeping in view individual claim of the Honorarium due to extra work of the Pay Commission, PLB, Supplementary Bills etc. and revision of hourly rate of Honorarium every after three years. It is also experienced that the Railway Board is not sanctioning the Honorarium properly and timely, resulted that the Honorarium at Railway Board's level for the last four years is pending with the Railway administrations. There is great resentment amongst the Accounts staff on this account.

The Board are requested to get sanctioning limit of the Honorarium enhanced from the existing limit of Rs.10000/- to Rs.30000/- by the General Managers and other PHoDs per person per year, keeping in view the facts mentioned above.

Yours faithfully,

**(Shiva Gopal Mishra)**  
**General Secretary**

Copy to: General Secretaries, all affiliated unions – for information.

The Secretary(E),  
Railway Board,  
New Delhi

**Attn: Shri D.M. Gautam, Executive Director,**  
**Pay Commission,**

Dear Sir,

**Sub: Fixation of pay in case of employees who seek transfer**  
**to a lower post under FR 15(a) – Clarification reg.**

Enclosed please find herewith photocopy of the O.M. No.13/9/ 2000-Estt.(Pay-I) of the Director(Pay), Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, on the above-mentioned subject.

The Board are requested to adopt these orders of the DoP&T and implement the same in the Railways.

Yours faithfully,

**(Shiva Gopal Mishra)**  
**General Secretary**

DA/As above

Copy to: General Secretaries, all affiliated unions – for information.

No.AIRF/405(VI CPC)(13)

Dated: February 24, 2010

The Secretary(E),  
Railway Board,  
New Delhi

**Attn: Shri D.M. Gautam, Executive Director,**  
**Pay Commission,**

Dear Sir,

**Sub: Grant of advance increments to Stenographers**  
**in Subordinate Offices for acquiring higher speed in**  
**Shorthand – Acceptance of Award of BoA - reg.**

**Ref: DoP&T's O.M. No.18/44/88-Estt.(Pay)I dated 07.12.2009**

Enclosed please find herewith photocopy of the above-cited O.M. of the DoP&T.

The Board are requested to adopt these orders of the DoP&T and implement the same in the Railways.

Yours faithfully,

**(Shiva Gopal Mishra)**  
**General Secretary**

DA/As above

Copy to: General Secretaries, all affiliated unions – for information.